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1. Untitled Page






1. Ideally, should membership in Minerva be limited? That is, even if there were no technical limits on the system, should we place a limit on membership?

		Response Percent	Response Total
<div>View</div>	Yes	24.6%	16
	No	49.2%	32
	Somewhere in between	26.2%	17
Total Respondents			65
(skipped this question)			0

2. If we decide not to place a limit on membership, how should we handle growth beyond our current resources - e.g., III charges, staff to assist libraries, database processing? (Choose as many as apply)

		Response Percent	Response Total
<div>View</div>	Have member libraries make formal staff committments to help with Minerva work	36.7%	22
	Ask the State Library for more staff/resources	58.3%	35
	Ask everyone to pay higher support fees	35%	21
	Ask larger libraries pay higher support fees	36.7%	22
	Other (please specify)	23.3%	14
Total Respondents			60
(skipped this question)			5









3. If we decide to place a limit on membership , how should we select which libraries are invited to join? (Choose as many as apply)

		Response Percent	Response Total
Limit to libraries who can commit an explicit amount of staff time and resources to participate fully		55.2%	32
Limit to libraries with a certain size budget		3.4%	2
Limit to libraries who can pay the current support fees without reducing their materials budget (as specified in the agreement)		41.4%	24
Set an explicit maximum size based on budget limits and stop when we reach it		36.2%	21
View Other (please specify)		22.4%	13
Total Respondents			58
(skipped this question)			7

4. If Minerva gets too large to be handled on a single Millennium system and we have to split it, how could that best be done?

		Response Percent	Response Total
Split into 2 systems - schools on one and public/academic/special on another		28.1%	18
Split into 4 systems by type of library		3.1%	2
Split into 3 systems - public, school, academic with special		28.1%	18
Split geographically, so libraries see their neighbors first		31.2%	20
View Other (please specify)		9.4%	6
Total Respondents			64
(skipped this question)			1

5. Meetings are an important part of Minerva operations but it is very difficult for people to attend. Which of these options would make meetings easier to attend and more productive for staff from your library? (choose as many as apply)

		Response Percent	Response Total
Split User Group meetings by Region		41.9%	26
Split User Group meetings into "beginners" and "advanced"		32.3%	20
Have separate "ask Karl" meetings to cover any and all topics		41.9%	26
Hold meetings in conjunction with state library regional meetings		32.3%	20
Have single regional meeting that covers all topics - cataloging, circulation, etc.		24.2%	15
Have User Council meetings regionally, each with same agenda and voting items		33.9%	21
Have one User Council meeting in conjunction with the Maine Libraries conference		32.3%	20
View Other (please specify)		30.6%	19
Total Respondents			62
(skipped this question)			3

6. Please rate these actions so that "1" indicates the action that would contribute the most to more productive meetings, "2" is next most important, etc.

	1st	2nd	3rd	4th	5th	Might Work	Not Helpful	Response Average
Distribute agenda three days before the meeting	39% (22)	23% (13)	20% (11)	2% (1)	2% (1)	11% (6)	4% (2)	2.50
Put time limits on agenda items	18% (10)	30% (17)	28% (16)	4% (2)	5% (3)	11% (6)	5% (3)	3.02
Make an action item list at end of meeting	47% (27)	28% (16)	14% (8)	4% (2)	0% (0)	7% (4)	0% (0)	2.02
Followup on action items from the previous meeting	58% (32)	25% (14)	7% (4)	4% (2)	0% (0)	5% (3)	0% (0)	1.78
Schedule an "open question" time for non-agenda items	16% (9)	35% (20)	25% (14)	4% (2)	9% (5)	11% (6)	2% (1)	2.93
Institute a "no whining" rule	31% (17)	13% (7)	9% (5)	4% (2)	2% (1)	22% (12)	20% (11)	3.78
Assign a group member as chair	11% (6)	21% (11)	9% (5)	9% (5)	11% (6)	15% (8)	23% (12)	4.25
Assign a group member to keep minutes	16% (9)	20% (11)	9% (5)	11% (6)	7% (4)	18% (10)	18% (10)	4.00
Start on time	49% (28)	23% (13)	16% (9)	2% (1)	4% (2)	5% (3)	2% (1)	2.11
End on time	45% (25)	20% (11)	14% (8)	4% (2)	9% (5)	5% (3)	4% (2)	2.43
Meet by video to reduce travel	19% (11)	15% (9)	22% (13)	8% (5)	3% (2)	25% (15)	7% (4)	3.66
Have frequent breaks for informal conversation	4% (2)	9% (5)	11% (6)	7% (4)	16% (9)	12% (7)	42% (24)	5.28
Appoint an agenda monitor	19% (10)	15% (8)	17% (9)	6% (3)	10% (5)	21% (11)	12% (6)	3.81
Set aside any issue that applies to only one library	32% (18)	26% (15)	9% (5)	4% (2)	11% (6)	14% (8)	5% (3)	2.98
Total Respondents								60
(skipped this question)								5

7. The State Library began Minerva and supports it by contributing staff, office space and other resources. What would be the best role for MSL in Minerva decisions?

		Response Percent	Response Total
The State Library should review all issues and set Minerva policy with the advice of the Users Council		12.7%	8
The State Library should have the authority to review and revise or veto decisions voted on by the Users Council		4.8%	3
The State Library should advise on decisions before they go to Users Council, then accept the Council vote		47.6%	30
The State Library should accept and support all decisions made by the Users Council, even if they did not advise on them		23.8%	15
Formal rules for decision-making are not going to work - we should rely on informal processes to come to agreement		4.8%	3
View Other (please specify)		6.3%	4
Total Respondents			63
(skipped this question)			2

8. Review of the needs expressed by libraries during the interviews showed several different "skill sets" that would be useful if they could be added to the Minerva staff. Here are the most common - please rate which would be of 1st, 2nd, etc. importance to you:

	1st	2nd	3rd	4th	Don't Want/Need This	Response Total
Cataloger (oversees database and cataloging standards)	41% (24)	29% (17)	17% (10)	12% (7)	2% (1)	59
Trainer/Documentation Specialist (trains, documents functionality)	39% (23)	34% (20)	14% (8)	10% (6)	3% (2)	59
Communications manager (monitors questions, tracks answers, maintains website, arranges meetings, takes minutes, etc.)	27% (16)	25% (15)	25% (15)	22% (13)	2% (1)	60
Planner/Executive Director (oversees Minerva operations, manages budget, with Executive Committee and Users Council works on priorities, assists to implement their decisions)	26% (15)	17% (10)	26% (15)	24% (14)	7% (4)	58
Total Respondents						60
(skipped this question)						5

9. Library staff believe we need help with training, documentation, communications, support, database cleanup, etc. There are several ways to get it - which of these would work best for Minerva, assuming we have the funds for only one option?

	Response Percent	Response Total
Hire a single person full time to do as much as possible	23.1%	15
Hire several part-time people to work on specific areas	36.9%	24
Outsource whenever possible to vendors who specialize in the needed work	9.2%	6
Pay staff of existing Minerva libraries extra to work on specific needs	18.5%	12
<div>View</div> Other (please specify)	12.3%	8
Total Respondents		65
(skipped this question)		0

10. Any additional comments about the Minerva organization.

<div>View</div>	Total Respondents	23
(skipped this question)		42

11. Optional: It would be helpful to know about your library. Please check all that apply.

	Response Percent	Response Total
Public Library	68.3%	43
School Library	9.5%	6
Special Library	6.3%	4
Academic Library	17.5%	11
I think of our library as "Small"	27%	17
I think of our library as "Medium Sized"	50.8%	32
I think of our library as "Large"	7.9%	5
Northeastern Maine	15.9%	10
Central Maine	30.2%	19
Southern Maine	39.7%	25
Total Respondents		63
(skipped this question)		2